

MABRY ELEMENTARY SCHOOL  
Sherri Frick, Principal

Dear Parents:

As part of our registration process, we are sending home this packet of materials containing general information about our school and forms that need to be completed by you and returned to school. **Items marked by an asterisk (\*) must be returned to the school as soon as possible.**

- \* 1) Authorization for Student Release and Emergency Information Card (Teacher gave to students)
- \* 2) K-5 ELA Supplemental Book Opt-Out Form
- 3) 2022-2023 Y.E.S. Volunteer Application Form ~ online at [www.hillsboroughschools.org](http://www.hillsboroughschools.org)
- \* 4) Field Trip Permission Form
- \* 5) Student and Parent Dismissal Plan
- 6) School Counseling Program Information
- 7) Student Nutrition Services Information (Breakfast & Lunch)
- \* 8) Lunchroom Management Plan for 2022-2023
- \* 9) Student Likeness Release Form
- 10) Student Progress Report Recognition Procedures
- 11) School Discipline Plan
- 12) Uniform Policy Guidelines
- \* 13) Standards of Conduct for Students Riding School Busses
- 14) Mabry campus map
- \* 15) Parent withhold consent/decline school health services
- 16) Student Handbook ~ <https://web.hillsboroughschools.org/conduct/index>

**School Board**

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**Hillsborough County**  
**PUBLIC SCHOOLS**  
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**Executive Director, Literacy**  
Tracie Bergman

August 2022

Dear Families,

The district's ELA department strives to provide and support a comprehensive core curriculum program to the teachers, students, and families of Hillsborough County Public Schools. The state approved, district-adopted core curriculum for Grades K-5 Language Arts and Reading is Wonders, by McGraw Hill: <https://tinyurl.com/K-5McGrawHillTexts>. Prior to adoption, this curriculum underwent three reviews and vetting processes: the initial review to be placed on the state-approved list, the second review conducted by the district adoption committee followed by a vote from teachers, and the third review when the curriculum was made available to the public for 30 days following a School Board vote. Additionally, sample booklists were written into the Florida B.E.S.T. Standards for ELA and may be included as a part of instruction: <https://tinyurl.com/BESTELAbooklist>.

Because of the nature of literacy instruction, it is necessary for there to be inclusion of additional various texts to support students' understanding around key topics of study and to strengthen their overall comprehension skills in alignment with the state standards. These supplemental texts are diverse in nature and theme, span a variety of complexity, and promote rich discourse in the classroom setting. Below is a QR code that will take you to a list of supplemental texts by grade level that will be utilized during instruction throughout the year. This QR code can be scanned from your mobile device by opening the Camera App. Hold the device so that QR code appears in the camera, then tap the notification to open the link.



We are excited to share these titles with students this year in addition to their core texts. However, we understand there may be times when students and/or families have concerns about a text and request that the student not participate in the reading of such material. Please review these titles and determine if there are any that you wish your child to Opt-Out from reading. Note, an alternative text with aligned tasks and assignments will be provided. On the second page of this document, please list any of the texts you would not like your child to read. Sign and return the second page of this letter to your child's teacher only if you have listed titles from which to Opt-Out. If you have not listed any titles, you do not need to return the form.

Should you have any questions regarding the use of any of these texts, or about the adopted core curriculum, please feel free to contact me at (813) 272-4936.

Sincerely,

Tracie Bergman, Executive Director, K-12 Literacy

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**Superintendent of Schools**  
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**Assistant Superintendent  
Curriculum and Instruction**  
Daniela Simic  
**Executive Director, Literacy**  
Tracie Bergman

### **K-5 ELA Supplemental Book Opt-Out Form**

I have reviewed this overview of the K-5 ELA text titles with my child. I am aware of the texts that will be used as part of the carefully planned instructional program, but I would prefer that my child not participate in the reading of the titles listed in the space below:

Please sign below and return to your child's teacher.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Name (Please Print)

**MABRY ELEMENTARY SCHOOL**  
**2022-2023**  
**Hillsborough County School Board**  
**Participation in Instructional Field Trips**

Student\_\_\_\_\_ Teacher\_\_\_\_\_

Address\_\_\_\_\_

Home Phone\_\_\_\_\_

Parent's Work Phone \_\_\_\_\_

This agreement is made voluntarily on my part and is made with the understanding that I am in compliance with the policies in the Hillsborough County School Handbook. I will conduct myself in such a manner as to bring honor to my school and myself.

Date\_\_\_\_\_ Student Signature\_\_\_\_\_

**PARTICIPATION IN INSTRUCTIONAL FIELD TRIPS**

The undersigned, as parent or guardian, gives consent for the above-named student to participate in field trips for the 2022-2023 school year. We understand that our child may be transported in either:

a) a private automobile of a parent, teacher and/or community volunteer and that this automobile is not under control of the School Board of Hillsborough County.

b) a Hillsborough County School bus or private bus under charter to the Hillsborough County School Board.

You will be notified prior to all field trips of dates, times and events that students will be attending.

Date\_\_\_\_\_ Parent/Guardian Signature\_\_\_\_\_

**FORM MUST BE ON FILE PRIOR TO STUDENT PARTICIPATION**

## STUDENT AND PARENT DISMISSAL PLAN

Creating and maintaining a safe, orderly school environment is not only a school district priority but also one we take considerable pride at Mabry Elementary School.

Our hallways must be clear to allow for uninterrupted movement routines when students are to be dismissed to the buses, car pick-up, bicycles, daycare vans, and crossing guards.

**For Car riders** - For those families who pick up students by car, please follow the traffic route map that is attached when entering the back circle from Neptune. This map will alleviate the congestion and traffic problems at the corner of Neptune and Lois. You will be given a hanging tag with your child's name and grade level. Please hang it from the rearview mirror. Using this sign in the car pick-up line will assist with the safety of car riders and keep our line moving.

**For Walkers** - If your child walks home or to a designated area, please note that you are responsible for establishing a safe route with your child. Children can be released from the northern or southern side of the campus. Crossing guards should not be a resource for childcare after school. Their responsibilities include directing traffic, so children have safe locations to cross.

**For Bus and Daycare riders** - If your child is riding the bus and you need additional information, please contact the school. We have several daycare providers who pick-up at the school, please make arrangements directly with the daycare facility. If you pick-up your child at dismissal when they are normally a daycare rider or bus rider, make sure you have sent in a note or notify the front office of this change in dismissal.

**Please let your child's teacher know how your child will go home each day.**

Any changes in your child's dismissal plan **must be submitted in writing** to your child's teacher, emailed to [bridget.williams@hcps.net](mailto:bridget.williams@hcps.net) or [karen.taylor@hcps.net](mailto:karen.taylor@hcps.net) prior to 12:15p.m. on Monday and 1:15 on Tuesday-Friday.

Thank you for your continued support and cooperation in helping us create and maintain a safe, orderly environment at dismissal.

Sincerely,

Sherri Frick  
Principal

## Student (After School) Dismissal Procedures Form

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Teacher's Name

\_\_\_\_\_  
Room #                      Grade

My child's dismissal transportation arrangement for the 2022-2023 school year will be:

\_\_\_\_\_ Car rider

\_\_\_\_\_ Walk home from the **front** or **back** of school (please circle one)

\_\_\_\_\_ Bike rider parked at the **front** or **back** of school (please circle one)

\_\_\_\_\_ Bus # \_\_\_\_\_ to \_\_\_\_\_  
(Bus stop location)

\_\_\_\_\_ Day care/van rider \_\_\_\_\_  
(Name of day care)

Please indicate alternate dismissal to be used **ONLY for walkers and bikers** on rainy days.

On rainy days, my child will:

\_\_\_\_\_

\_\_\_\_\_  
I understand that any changes in these arrangements **must be submitted in writing** to my child's teacher, faxed to 554-2252, email [bridget.williams@hcps.net](mailto:bridget.williams@hcps.net) or [karen.taylor@hcps.net](mailto:karen.taylor@hcps.net) prior to **12:15pm on Monday and 1:15 on Tuesday- Friday** or my child will follow the arrangements stated above.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

## **CAR RIDER AM DROP-OFF**

All car riders will be dropped off in either the front or back of the school. Adults will be stationed out front and back to help students.

If you are dropping off in the back of the school, please form a single line heading east on Neptune and do not allow your child to get out of the car until you are at the stopping point in the school driveway.

If you are dropping off in the front of the school, please pull all the way up in the circle before your child gets out of the car. When exiting the front driveway, please exit to the **right only**.

## **CAR RIDER PM DISMISSAL PROCEDURES**

Parents will line up in a single file line in the back of the school heading east on Neptune. The first car will begin at the stop signs at the beginning of the driveway.

**All parents will join the car line at the end.** The car line builds westward on Neptune, then wraps southward straight down Manhattan. The easiest way to join the car line is by traveling north on Manhattan. Please pull up to the car in front of you. Please do not leave any gaps between cars as this causes confusion.

Please do not block intersections or crosswalks. Please be extra careful at the intersections of Hubert/Neptune, Hubert/Estrella, and Estrella/Manhattan where children will be crossing the road. The crossing guard cannot cross walkers if cars are blocking the intersection.

To make the afternoon dismissal a little quicker for parents. We would like to ask you to follow the following times for the car line arrival:

Pre-K	Pick-up at 1:35 (Monday 12:35)
Kindergarten & 1st	Pick-up at 1:45 (Monday 12:45)
2 <sup>nd</sup> & 3 <sup>rd</sup>	Pick-up at 1:55 (Monday 12:55)
4 <sup>th</sup> & 5 <sup>th</sup>	Pick-up at 2:05 (Monday 1:05)

**\*\*For families picking up more than one child, choose the arrival time for your oldest child. If you show up early, we will ask you to circle around and go to the end of the line.**

**WE WILL NOT ALLOW CARS TO WAIT IN THE CAR LINE!!**

Our car line is a "NO CELL PHONE ZONE." For the safety of all students, please refrain from cell phone use during arrival and dismissal times.

The traffic pattern for our school was developed by Risk Management services from the Hillsborough Public School District.

We always want to be courteous so please use the parking spaces and do not park in our neighbors' yards or driveways.

*It is not safe to drop-off or pick-up your child in the middle of street.*

## **Mabry Elementary School Counseling and Student Support Services**

Dear Parents,

Welcome to the 2022-2023 school year! We'd like to welcome Lisa Major, our newest school counselor, who will work with students in grades K-2. Karen Heinberg, our school counselor for grades 3-5, is entering her 12<sup>th</sup> year at Mabry. Our comprehensive school counseling program is designed to support the mission of our school by promoting and enhancing the learning of every student through the integration of academic, career, and social/emotional development. A variety of topics are addressed through classroom lessons, individual and small group guidance, as well as district approved school-wide presentations. Examples of these include:

- Physical and Emotional Health/Safety
- Mental Health Awareness
- Character Education
- Bullying Prevention
- Social/Emotional Learning

Specific programs we have access to include:

- K-5<sup>th</sup> grade: **Second Step**, a curriculum that focuses on developing social/emotional competencies such as building empathy, forming positive relationships, and identifying and processing emotions.
- Third Grade – **Champions for Children's Kids-on-the-Block presentation: Child Abuse Prevention** Uses puppets and child-appropriate language in skits to inform children about the four different types of abuse: Physical abuse, emotional abuse, sexual abuse, and neglect.
- Fourth Grade – **Champions for Children's Kids-on-the-Block presentation: Bullies and School Safety** Uses puppets and child-appropriate language to present information on bullying prevention and tolerance to teach students peaceful alternatives and solutions.
- Third, Fourth and Fifth Grades – **Student Success Skills**  
A research based program that teaches students the skills necessary for personal and academic success, including goal setting, study skills, test taking skills, techniques to reduce stress/anxiety, and the power of positive thinking.

We are here to support the social, emotional, and mental health needs of your child. Please contact Karen Heinberg at 872-5364 x 225 or Lisa Major at 872-5364 x 230 if you have any questions or wish to preview materials related to any of the programs above. We're excited for this new school year and look forward to meeting your student(s)!





Dear Parent/Guardian:

Children need healthy meals to learn! Hillsborough County Student Nutrition Services offers healthy meals every school day. Breakfast is FREE for all students. Elementary lunch costs \$2.25, and Secondary lunch costs \$2.75. **Your child may qualify for free or reduced-price meals!** The reduced-price lunch cost of 40¢ is waived (provided at no charge) for children approved for reduced price meals. Below are some commonly asked questions with answers to help you with the application process.

1. WHO CAN GET FREE OR REDUCED-PRICE MEALS?



- All children in households receiving benefits from **SNAP (food stamps)** or **TANF**, are eligible for free meals, regardless of your income. Households receiving SNAP or TANF benefits may exclude income information and the last four digits of the signer's social security number on their application.
- If you received a **NOTICE OF DIRECT CERTIFICATION**: DO NOT complete an application. Please read the entire letter and follow the instructions carefully. See #6 for more information.
- **Foster children** that are under the legal responsibility of a foster care agency or court are eligible for free meals. Foster children may be included as part of a household application, and are eligible for free meals, even if the household does not qualify.
- Children participating in their school's **Head Start** program are eligible for free meals.
- Children who meet the definition of **homeless, runaway, or migrant**, are eligible for free meals. See #9 for more information.
- Children may receive free or reduced-price meals if your **household income** is within the limits on the Federal Income Eligibility Guidelines. Your children may qualify for free or reduced-price meals if your household gross income falls at or below the limits on the chart below:

REDUCED PRICE MEAL SCALE for School Year 2022-2023

Household Size	Annually	Monthly	Twice Per Month	Every Two Weeks	Weekly
1	25,142	2,096	1,048	967	484
2	33,874	2,823	1,412	1,303	652
3	42,606	3,551	1,776	1,639	820
4	51,338	4,279	2,140	1,975	988
5	60,070	5,006	2,503	2,311	1,156
6	68,802	5,734	2,867	2,647	1,324
7	77,534	6,462	3,231	2,983	1,492
8	86,266	7,189	3,595	3,318	1,659
For each additional family member, add	+8,732	+728	+364	+336	+168

- CAN I APPLY ONLINE? Yes! Beginning July 1<sup>st</sup> each school year, and you are encouraged to do so! Applying online is quick, confidential, and easy! The online application has the same requirements and will ask for the same information as the paper application. To apply online, visit the district website at [www.hillsboroughschools.org/mealbenefits](http://www.hillsboroughschools.org/mealbenefits), then click "APPLY NOW", and follow the instructions. Contact the **Healthy Meals Express Application Center at 813-840-7066** if you have any questions about the online application process.
- IS THE ONLINE APPLICATION AVAILABLE IN MORE THAN ONE LANGUAGE? Yes! It is available in 7 languages: English, Spanish, French, Arabic, Filipino, Vietnamese (Tiếng Việt) & Chinese (Mandarin). FOR REFERENCE ONLY you may view a SAMPLE free and reduced meal application in 49 languages here: [www.fns.usda.gov/school-meals/translated-applications](http://www.fns.usda.gov/school-meals/translated-applications)
- WHAT IF I DON'T HAVE A COMPUTER TO COMPLETE AN ONLINE APPLICATION? Computers are available for use at no cost at the local public library and at the **Healthy Meals Express Application Center, 9014 Brittany Way, Tampa, Florida, 33619**. Your child's school may also have a computer that can be used to complete an application. Need information where to obtain a paper application? Contact the **Healthy Meals Express Application Center at 813-840-7066**.

5. DO I NEED TO FILL OUT AN APPLICATION FOR EACH CHILD? No. *Use one meal application for all students in your household.* We cannot approve an application that is not complete, so be sure to fill out all required information. If approved, your child's status will remain in effect for the entire school year.
6. SHOULD I FILL OUT AN APPLICATION IF I RECEIVED A LETTER THIS SCHOOL YEAR SAYING MY CHILDREN ARE ALREADY APPROVED FOR FREE MEALS? No, but please read the letter you received carefully and follow the instructions. If any children in your household were missing from your eligibility notification, contact the **Healthy Meals Express Application Center at 813-840-7066** immediately.
7. MY CHILD'S APPLICATION WAS APPROVED LAST YEAR. DO I NEED TO FILL OUT A NEW ONE? Yes. Your child's application is only good for that school year. If you do not submit a new application that is approved, or you have not received a NOTICE OF DIRECT CERTIFICATION, your child will be charged the full price for meals.
8. WHERE CAN I VERIFY THE STATUS OF MY CHILD'S MEAL ELIGIBILITY? Call **Healthy Meals Express Application Center 813-840-7066**. Make sure to have your child's 7-digit student ID number handy when calling.
9. HOW DO I KNOW IF MY CHILDREN QUALIFY AS HOMELESS, MIGRANT, OR RUNAWAY? Are your housing arrangements temporary? Does your family relocate on a seasonal basis? Have you taken in a runaway child? If you believe children in your household meet these descriptions, please contact the liaison at the child's school for assistance.
10. I RECEIVE WIC. CAN MY CHILDREN GET FREE MEALS? Children in households participating in WIC may be eligible for free or reduced-price meals. Please submit an application.
11. WILL THE INFORMATION I GIVE BE CHECKED? Yes. We may also ask you to send written proof of the household income you report.
12. IF I DON'T QUALIFY NOW, MAY I APPLY LATER? Yes, you may apply at any time during the school year if there is a change in your household income or size, or if you become unemployed.
13. WHAT IF I DISAGREE WITH THE DECISION ABOUT MY APPLICATION? Contact the **Healthy Meals Express Application Center at 813-840-7066**. You may also ask for a hearing by writing to: **General Manager of Student Nutrition Services, 9014 Brittany Way, Tampa, Florida 33619**.
14. MAY I APPLY IF SOMEONE IN MY HOUSEHOLD IS NOT A U.S. CITIZEN? Yes. You, your children, or other household members do not have to be U.S. citizens to apply for free or reduced-price meals.
15. WHAT IF MY INCOME IS NOT ALWAYS THE SAME? List the amount that you normally receive. If you normally receive overtime, include it, but do not include it if you only work overtime sometimes. If you have lost a job, or had your hours or wages reduced, use your current income.
16. WHAT IF SOME HOUSEHOLD MEMBERS HAVE NO INCOME TO REPORT? If there is no income to report, mark the box that says "None" for each household member. If you enter '0' or leave any fields blank, you are certifying (promising) that there is no income to report.
17. WE ARE IN THE MILITARY. DO WE REPORT OUR INCOME DIFFERENTLY? Your basic pay and cash bonuses must be reported as income. If you receive any cash value allowances for off-base housing, food, or clothing, it must also be included as income. However, if your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income. Any additional combat pay resulting from deployment is also excluded from income. Deployed service members are considered part of the household. List deployed service members in the Household section, but report only the portion of their income made available to them or on their behalf to the family.
18. WHAT IF THERE ISN'T ENOUGH SPACE ON THE APPLICATION FOR MY FAMILY? Contact the **Healthy Meals Express Application Center at 813-840-7066 for instructions**.
19. I'M A GROUP HOME ADMINISTRATOR. HOW DO I APPLY FOR CHILDREN IN MY CARE? Contact the **Healthy Meals Express Application Center at 813-840-7066 for instructions**.

If you have other questions or need help completing your household application for school meal benefits, contact the **Healthy Meals Express Application Center at 813-840-7066**.

USDA Non-Discrimination Statement: In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and Institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at <https://www.usda.gov/oascr/how-to-file-a-program-discrimination-complaint> and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) Mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue SW, Washington, DC 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

USDA is an equal opportunity provider, employer, and lender.



## SCHEDULE FOR THE SCHOOL MEAL BENEFITS APPLICATION PROCESS

The Healthy Meals Express Application Center will begin processing applications in July. To provide you and your staff with important information regarding the process, refer to important dates listed below. **Make copies as needed for your staff.**

### **Important Dates to Remember:**

<b>July 1</b>	Parents can submit their online application for school meal benefits at: <a href="http://www.hillsboroughschools.org/mealbenefits">www.hillsboroughschools.org/mealbenefits</a> . The 2022-2023 Parent Information Letter is posted on the School Meal Benefits webpage of the HCPS website, along with a link to the School Meal Benefits webpage on the district's home page.
<b>July 1 thru July 25</b>	School staff forwards all 2022-2023 paper applications received at the school to the Student Nutrition Services Meal Application Center (Mail Route 5) prior to Student Nutrition Manager's return. <b>Destroy old application forms from prior school years.</b>
<b>July 26</b>	Student Nutrition Managers return to the school site. Managers check all paper applications to ensure that they are complete before sending to the Student Nutrition Services Meal Application Center. SNS Managers receive email that includes 2022-2023 school meal benefit documents.
<b>July 27-30</b>	Student Nutrition Manager pick-up Online Application Promo Cards for Students First Day Packets at the Silo District Office on their assigned date and time.
<b>August 10</b>	<b>Schools must include in Student First Day Packets: 1) Online Application Promo Card; 2) Parent Information Letters - English &amp; Spanish; 3) Student Nutrition Services Emergency Meal Policy- English &amp; Spanish.</b> PDF files for the Parent Information Letters and Student Nutrition Services Emergency Meal Policy sent in Principal Weekly Newsletter as part of "School Meal Benefits Principal Packet for SY2022-2023" notification. PDF document files are also available on HCPS Student Nutrition Services Sharepoint. Contact your Student Nutrition Manager for assistance.
<b>August 10 thru September 21</b>	Students may use last year's meal status to receive a temporary free or temporary reduced meal for up to the first 30 days of school.
<b>August 22</b>	The Student Nutrition Services Meal Application Center sends parents a reminder that the grace period ends on Tuesday, September 21. The notification will advise parents their child's temporary free or temporary reduced meal status is ending, and their child's meal status will be full pay on September 22.
<b>September 22</b>	All temporary free and temporary reduced students without a current, approved application on file will change to full pay status.
<b>October 1</b>	The <b>VERIFICATION</b> process will begin with a detailed memo sent to all sites. The USDA requires that schools participating in the National School Lunch Program verify that only eligible children receive free or reduced-price meal benefits. A random sample of applications on file for free and reduced-price benefits are selected for verification. Selected households are required to provide documentation, to validate the information submitted on their application for school meal benefits.

Questions or concerns? Please refer on the 2022-2023 Parent Information Letter, or contact the Student Nutrition Services Meal Application Center at 813-840-7066.

### **Important Reminder to staff:**

**Send all applications immediately to the Student Nutrition Manager to avoid unnecessary delays in processing. Encourage parents to complete an online application for school meal benefits for faster processing.**



### ***Student Nutrition Services Local Meal Charge Policy***

A written copy of the Student Nutrition Services Local Meal Charge policy will be provided to all households. Every school is required to follow the policy.

Student Nutrition Services uses a prepayment system call MyPayment Plus. This system limits the exchange of money, protects the identity of all students, and prevents the disclosure of a student's eligibility status. Students who qualify for a free or a reduced-priced meal will always receive a free meal. All students receive free breakfast regardless of eligibility status.

Full pay students who do not have money on their MyPayments Plus meal account can received a "charged" meal with the following restrictions. Adults may not charge meals at any time.

1. Students are allowed to charge for meals when they don't have money in their MyPayment Plus meal account. The student will be given the same school lunch that other children are receiving.
2. Anytime there is a negative balance on a student's MyPayment Plus meal account, the child will be prohibited from purchasing A La Carte items (food purchased in addition to the school meal), even when purchasing with cash.
3. Students in CEP (Community Eligibility Provision) schools with negative balances on their student MyPayment Plus meal account will also be prohibited from purchasing Ala Carte items.
4. Parents/guardians of students who charge for one meal will receive a phone notification after their student has the meal. The parent/guardian will be encouraged to quickly pay for this meal and will be reminded of this policy.
5. Parents of students who continue to charge will receive additional email and text notifications which will encourage the parent/guardian to pay off their charge balances.
6. Any unpaid balance on a child's account will be carried over from year to year.
7. The parent/guardian is responsible for all uncollected meal balances which must be paid, prior to graduation or withdrawal from Hillsborough County Public Schools.

# Mabry Elementary Lunchroom Management Plan

## 2022-2023

Good lunchroom manners should reflect expectations of dining at home and in social/restaurant settings. Our staff is implementing a plan that will ensure a positive eating environment for all students.

Our lunchroom rules are as follows:

1. Enter and exit the cafeteria quietly
2. Show your respect to everyone in the lunchroom
3. Stay in your assigned seat
4. Talk softly to those at your table
5. Raise your hand for help
6. Eat your own food
7. Keep personal items at home
8. Clean up your area and wait for dismissal



Our school can be exemplary in every way! Our lunchroom deserves the same commitment to excellence we have in all of our classrooms and programs. Please work with us as we make lunchtime an enjoyable, relaxing half-hour for you youngsters.

**Only food served by Student Nutrition Services or lunch boxes from home are permitted in the cafeteria. No Fast Food will be permitted.**

I have read and discussed Mabry's Lunchroom rules with my child.

Child's Name \_\_\_\_\_

Teacher \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

**2022-2023 Hillsborough County Public Schools  
Student Likeness Release Form**



School: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

Student Name (Last, First): \_\_\_\_\_

Homeroom Teacher: \_\_\_\_\_ Grade: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Dear Parent/Guardian:

Throughout the school year, certain Hillsborough County Public School partners and media members may be involved with special events or activities at your child's school.

Hillsborough County Public Schools also may wish to interview, photograph, or videotape your child for promotional and educational reasons to utilize in publications and special district events. Before your child can participate in any of the above events or activities, you must give your permission by signing and returning this likeness release form to your child's school.

**Please select only one option below:**

☐ **I give my permission** for my child to be interviewed, photographed, or videotaped by the school/district, school/district partners or sponsors, and/or members of the general news media and expressly authorize and grant my consent to such parties the right to use my child's physical likeness, other identifying characteristics, information, and/or recordings of his/her voice in any media, including but not limited to, broadcast, cable, print, and/or digital, and for any purpose including but not limited to entertainment, news, education, advertising, marketing and promotion without compensation thereof.

☐ **I do not give permission** for my child to be interviewed, photographed, or videotaped by the school/district, school/district partners or sponsors, and/or members of the general news media; nor for his/her name to be published in school/district publications, on the internet, or in news Publications or broadcasts.

☐ **I give my permission ONLY** for my child to be photographed for and his/her name be published in the 2022-2023 school yearbook.

Parent/Guardian Name (please print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**MABRY DOLPHIN PRIDE**  
**Student Progress Report Recognition**  
**2022-2023**

**AWARDS FOR THIRD THROUGH FIFTH GRADERS**

**Perfect Attendance** - Children who are in attendance every day during the nine-week period. See Student Handbook from the School District of Hillsborough County for the list of excused religious holidays.

**Citizenship**

Children who have no marks in the expected behaviors column of their progress report. Tardiness will affect receiving this award. If a child is tardy (5) five or more times, excused or unexcused, during a grading period, he/she will not be eligible to earn citizenship recognition.

**Honor Roll**

Grades 3-5 Students earn all A's and B's.

*Children must also meet the Citizenship requirements to earn this recognition.*

**Principal's Honor Roll**

Grades 3-5 Students earn only A's

*Children must also meet the Citizenship requirements to earn this recognition.*

**AWARDS FOR KINDERGARTEN,  
FIRST GRADE and SECOND GRADE**

Kindergarten, first grade and second grade students may earn the Perfect Attendance and Citizenship awards as listed above.

# **Mabry Elementary School Discipline Plan**

The staff of Mabry Elementary School believes that all children can and want to behave. The staff has generated the following school rules, with individual classroom modifications based on the age and maturity level of the students.

1. Follow directions and procedures
2. Be Respectful
3. Be Responsible
4. Be a Kind & Caring Person

**Positive reinforcement for appropriate behavior may include the following:**

1. Praise
2. Classroom Incentives
3. Citizenship Awards (Report Card Recognition)
4. Character Champs

**Consequences for breaking the rules are as follows:**

1. Verbal Warning
2. Loss of Privileges
3. Phone or note home to parent(s)
4. Teacher Conference with parent(s)
5. Discipline Referral -- Follow Referral Procedures online in EdConnect

**Bully Prevention Strategies**

1. School wide training with faculty and staff
2. Character Education Program.
3. Information given to parents on Bullying Prevention and how to report bullying given during PTA Meetings and School Newsletter. Classroom lessons for students on what to do if they are bullied and how to report bullying for K-2 and Bullying Prevention/Awareness grade level presentations for 3-5.

**If bullying is reported:**

1. Referral to Administration for investigation
2. Parent Notification
3. Consequences and behavioral remedial action for students who commit acts of bullying range from behavioral interventions (ex. counseling) to suspension.
4. Individual/Small group counseling with emphasis on victim's assistance, social skills, empathy training and anger management can be offered.



## MABRY ELEMENTARY SCHOOL

### UNIFORM POLICY GUIDELINES

Mabry Elementary School has adopted a mandatory school uniform policy for all our students.

The uniform policy, which began in the 1998-1999 school year, was instituted based on research that has shown improvement in discipline, time on task, decrease in tardiness, and overall improvement in respect for oneself and others. It also has served as a safety measure in quickly identifying a Mabry student.

#### **The mandatory student uniform consists of the following:**

- ✓ Solid white, red or navy top with a collar. (Knit pullover shirt, blouse, and button-up shirt or turtleneck shirt)
- ✓ Solid navy or khaki bottom. (Shorts, long pants, skirt, jumper, or sweatpants.)
- ✓ No athletic shorts or items with sports logos.
- ✓ Students are permitted to wear a school-sponsored T-shirt on Fridays or special designated days (i.e. field trips).
- ✓ Shoes shall be worn and be secured fastened to the feet and have a low heel height. Footwear must be suitable for outdoor physical education classes and unsafe shoes such as "skate tennis shoes" and "Crocs" are not allowed.

#### **Exceptions to the dress code shall be permitted when:**

- ✓ A student wears a uniform of a nationally recognized youth organization, such as Boy Scouts, on regular meeting days.
- ✓ A student wears a costume or special clothing necessary for a school play or other school-sponsored activity as permitted by the principal.
- ✓ The wearing of clothing in compliance with the uniform policy violates a student's sincerely held religious belief.
- ✓ A student's parent or guardian has secured permission from the principal due to unusual circumstances.

#### **Compliance Measures**

The school will use positive reinforcement measures to encourage full compliance with the uniform policy.

#### **Annual Evaluation**

The school will conduct an evaluation at the end of each school year to determine the effects of the mandatory school uniform policy. Data will be solicited from the school records, school staff, parents, and other members of the community.

#### **Financial Hardships**

No student shall be denied attendance at school nor otherwise penalized for failure to wear clothing that complies with the uniform policy if such failure is due to financial hardship. An application procedure has been established to assist families in need.

Dear Parents:

Please read the following Standard of Conduct for Pupils Riding School Buses with your child. It is important that you and your child understand the standards of conduct for students riding Hillsborough County Public Schools' buses.

Sign this form and return to the school, where it will be retained on file.

Sincerely,  
*Sheri Lark*  
Principal

#### GENERAL

Daily bus service will be provided for all pupils living in excess of two miles from school. Pupils, who are physically handicapped or if walking would subject them to hazardous walking conditions (as defined by the State and the School Board), will be provided transportation regardless of the distance.

#### STANDARDS

Acceptable classroom standards of conduct are expected of bus passengers. Drivers shall ensure that pupils observe regulations at all times.

#### DISCIPLINE

A driver experiencing discipline problems with a student will notify the school principal by submitting a written referral describing the discipline problem. The principal may suspend the student's bus privileges. During a period of suspension, the School Board shall not be responsible for transporting the pupil to school.

#### STUDENT CONDUCT

1. Recognize that the bus driver is the authority on the bus; obey and be courteous to the driver and to fellow students. Follow the directions of safety patrols that are assigned to assist the bus driver.
2. Plan to leave home each day so that you will arrive at your bus stop on time.
3. When walking where there are no sidewalks, face the traffic, and walk on the shoulder of the road.
4. Stand away from the highway at the bus stop.
5. Never run alongside a moving bus.
6. Wait until the bus and other traffic comes to a full stop and the bus door is opened before moving toward the bus. Cross in front of the bus at a distance of 10' to 12' feet.

7. Use the handrail when boarding the bus.
8. Go directly to your assigned seat and remain seated unless otherwise directed by the driver.
9. Do not carry onto the bus any glass items, reptiles, insects, pets, weapons or sharp instruments.
10. Keep the aisles clear at all times.
11. Hold books and other belongings firmly on your lap.
12. Large or heavy articles that cannot be held on your lap should be transported to school by your parents; this includes large band instruments.
13. Normal classroom behavior is expected while riding the bus.
14. Observe complete silence at all railroad crossings.
15. Do not throw objects about the bus or from a window. Keep arms and head inside the bus at all times.
16. Do not tamper with the emergency doors.
17. No eating, drinking, smoking, yelling, or fighting is allowed on the bus.
18. Leave the bus **ONLY** at your designated stop.
19. Take all your belongings off the bus each day. Transportation is not responsible for articles left on school buses.
20. Report any illness or injury sustained on or around the bus immediately to the driver.

going to and from the bus stop. A responsible person must accompany Exceptional Education students at their bus stop both in the morning and afternoon.

3. Parents should not expect to have conferences with the school bus driver at the bus stop. If necessary, conferences can be arranged through the school and the Transportation Department.
4. Parents should make a reasonable effort to understand and cooperate with those responsible for pupil transportation, and accept responsibility for the proper conduct of their children.
5. Parents are to refrain from boarding school buses and/or attempting conferences with drivers at bus stops.
6. Parents may access their children only at designated bus stops unless the driver has authorization for a change approved by the school administrator.

#### FOR PARENT OR GUARDIAN

I have read and helped my child to understand the *Standards of Conduct for Pupils Riding School Buses*.

Signature: Parent or Guardian

Date:

Child's Name (printed):

#### PARENTS' RESPONSIBILITIES

1. Parents are encouraged to walk with students to and from bus stops and to meet their children at the bus stop in the afternoon.
2. Parents are responsible for their children's safety when they are

School Child Attends:

PLEASE RETURN TO YOUR CHILD'S SCHOOL AFTER SIGNING.

# Mabry Elementary School Campus Map 2022-2023

Neptune Street.

Modular 1	Modular 2
Klee (ESE)	Rosenberg

33 Gr 4	32 Gr 4	31 Gr 4	30 Gr 4
Chandler	Farris	Dennis	Wlosinski

Staff Parking

108 - Kitchen Lunchroom
HOST Program 1:55-6

Staff Parking

513 Gr 2	512 Gr 2
Dingwall	Harahan
511 Gr 2	510 Gr 2
Simms	Dean
509 Gr 3	508 Gr 2
Gibson	Morris
507 Gr 3	506 Gr 2
Fischer	Linberg
505 Gr 3	504 Gr 3
Taylor	Ryan
503 Gr 3	502 Gr 3
Heller	Anderson

29 PE	28 VPK	27b VE	27a AGP	26 ART	25
Sopko	Varsalona	Catin/	Cortes	Harrison	Szymanski
Broff		ESE			

Cust 206	202 K
204 K	Boussy
Porter	201 K
203 K	Noy
	Boucher

AM/PM Car Riders  
AM Bus

19 K	18 K	17 K
Anthony	Farrell.	Luby

24 Gr 3	23 4/5	22 Gr 4	21 Gr 4	20 4/5
Stringer	AGP Sci	Hajner	L. Sullivan	Bokas
				AGP Math
				Grossman

Carr-SLP	Guidance
ELL-Doris	Psych/Social
Book Rm	Cust Ofc

11 Grade 5	10 Gr 5	9 Gr 5
Hedlund	Alessi	Costopoulos

Computer Lab
Media Center

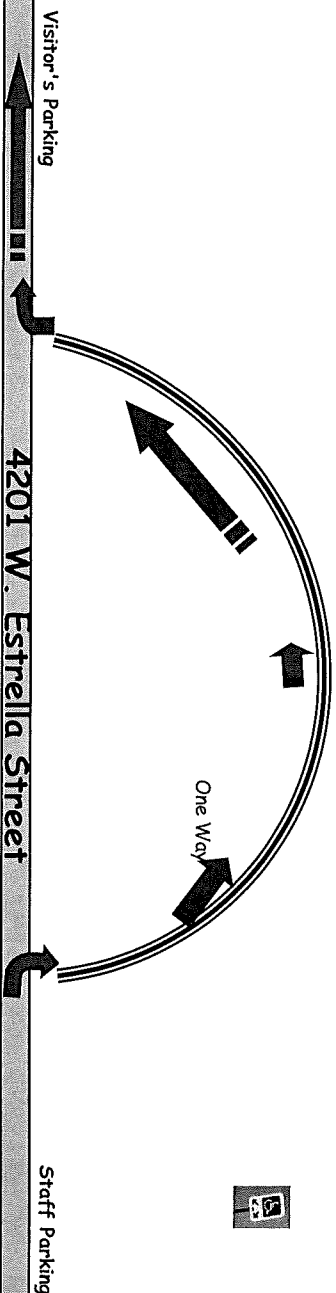
8 Music	7 Gr 1	6 Gr 1	5 Gr 1	4 Gr 1
Crompton/	Trakas	Andersen	Ratchford	Welch
Frick				

Administration MAIN OFFICE ENTRANCE/EXIT
--

3 Gr 1	2 Gr 1	1 Gr 1
Nardone	Pagliari	Little

AM Cars  
PM Bus and Daycare Van Riders

vised 8/24/2020





## PARENT/GUARDIAN WITHHOLD CONSENT/DECLINE SCHOOL HEALTH SERVICES

- In accordance with Florida House Bill 1557, Parental Rights in Education, School District Responsibilities, requires each school district, at the beginning of the school year, to notify parents/guardians of each health care service offered at their child's school and provide parents the option to withhold consent or decline any specific service.
- The Parent/Guardian Consent for School Health Services Form is required for each student every school year.
- Emergency health needs means onsite evaluation, management, and aid for illness or injury pending the student's return to the classroom or release to a parent, guardian, designated friend, law enforcement officer, or designated health care provider (see FS 381.056).
- Emergency health needs such as basic first aid (for example ice for head injury, nosebleeds, cuts, and abrasions), cardiopulmonary resuscitation (CPR), or use of an automated external defibrillator (AED), will be performed by employees until emergency medical services arrive without prior parent/guardian consent (F.S. 768.13). Attempts will continue to be made to contact the parent/guardian for consent, if a consent form is not on file.
- Additional parent/guardian written consent is required every school year for employees to administer daily, as needed, or over-the-counter prescribed medications, conduct medical procedures or provide medical treatment.
- Additional parental/guardian written consent is required every school year for The Healthy Student Program, vision and dental programs at participating schools, and specific health services i.e., school entry, sports, and Special Olympics physicals.

**THIS FORM MUST BE COMPLETED, SIGNED, AND RETURNED TO THE SCHOOL NURSE IN ORDER TO WITHHOLD CONSENT OR DECLINE ANY SPECIFIC HEALTH SERVICE.**

Print all information using ink

### Student Information

First Name	Middle Name	Last Name	Student Birth Date	Gender
Street Address	Apartment Number	City	State	Zip Code

### Parent/Guardian Information

First Name	Middle Name	Last Name	Relationship to Student (parent or guardian)
Street Address	Apartment Number	City	State
Home Phone Number	Work Phone Number	Cell Phone Number	Student ID Number

<b>Please indicate which services you decline by marking no below:</b>	<b>NO</b>
Emergency Health Services	<input type="checkbox"/>
Vision screening	<input type="checkbox"/>
Hearing screening	<input type="checkbox"/>
Scoliosis screening	<input type="checkbox"/>
Growth and development screening (body mass index)	<input type="checkbox"/>
Vision services	<input type="checkbox"/>
Dental Services	<input type="checkbox"/>
Healthy Student Program	<input type="checkbox"/>

\_\_\_\_\_  
Parent/Guardian (PRINT)

\_\_\_\_\_  
Parent/Guardian (SIGNATURE)

\_\_\_\_\_  
Date

STUDENT'S FIRST & LAST NAME PRINT: \_\_\_\_\_ Date of Birth: \_\_\_\_\_